



Job Title: IT Specialist
Level: Mid - Senior

COMPANY PROFILE:

NikSoft Systems Corporation is a recognized Information Technology solutions provider. Founded in 1998 and based in Reston, Virginia, NikSoft is a CMMI Level 3 Certified company with an established reputation for excellence and on-time delivery with a consistently high customer satisfaction rating from its Federal Government and private consulting contracts.

JOB DESCRIPTION:

NikSoft is seeking a full-time **IT Specialist** to join our fast growing team of Information Technology professionals supporting our Federal clients in Washington, DC.

The ideal candidate will provide recommendations for ongoing process improvement and standardization in the areas of EBS Project Management (PM), the Systems Development Lifecycle (SDLC) and operational areas

RESPONSIBILITIES:

- Developing artifacts, creating and maintaining templates, How To's, and Playbooks
- Utilizing industry best practices to provide a structured Treasury OCIO approach to establishing and executing programs and projects
- Supporting EBS by assisting in the development of project management guidance for improving the project management skillset;
- Supporting PM Tools (MS SharePoint 2010, MS Project, Portfolio Management tool EPM Live) integration into the Program and Project Management processes and procedures.
- Updating/revising the EBS Project Management Playbook via the Knowledge Center and continuing to build-out PM capabilities
- Updating/revising the EBS SDLC methodologies for both agile and waterfall projects as agreed and providing recommendations to mature the process to coincide with the approved OCIO Governance Processes

MINIMUM REQUIREMENTS:

Please note the proposed Candidates **MUST** meet the following Required Technical Skills for consideration in filling the position:

- SDLC experience
- Lifecycle Management, Governance and Strategic Thinking
- Hands on experience with MS SharePoint 2010, MS Project, and/or Portfolio Management tool EPM Live
- Strong Communication, both written and verbal

CITIZENSHIP:

- US Citizenship OR Legal Permanent residency (for a minimum of three years) required
- IRS Minimum Background Investigation will be required

BENEFITS:

NikSoft's competitive benefits program includes comprehensive medical and dental care, 401K, paid time off, flexible spending accounts, disability coverage, and other benefits that help provide financial protection for you and your family.

NikSoft is an Affirmative Action/Equal Opportunity Employer and supports diversity in the workplace. Applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability, veteran status, marital status, or sexual orientation. For more information about our other openings, please visit www.niksoft.com